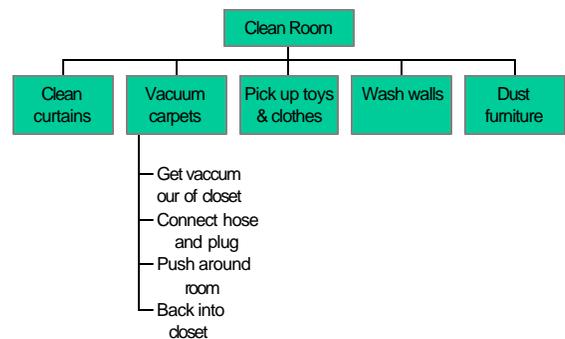# Creating A Work Breakdown Structure For Your Senior Plan

Planning

Planning is mainly answering the following question: "What must be done?"   Planning the *what* is vital. The most powerful tool for planning is the Work Breakdown Structure (WBS). The idea behind the WBS is simple: A complicated task is subdivided into several smaller tasks. For example, if you wanted to clean a room, you might complete the subtasks shown on the right - all needed to complete the major task of room cleaning.

```
                    Clean Room
   ┌────────┬──────────┬──────────┬──────────┬─────────┐
 Clean    Vacuum   Pick up toys  Wash walls   Dust
curtains  carpets  & clothes               furniture
          │
          ├ Get vaccum
          │  our of closet
          ├ Connect hose
          │  and plug
          ├ Push around
          │  room
          └ Back into
             closet
```

Work Breakdown Structure

The WBS identifies all of the tasks that must be performed in order to achieve project objectives. The WBS is also a good graphic portrayal of project scope. Note that the WBS is not concerned about the sequence in which work is performed.
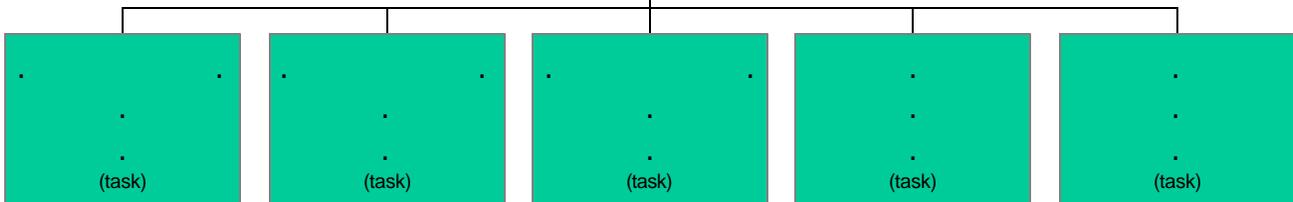
Creating your own Work Breakdown Structure

In the space below or on your own piece of paper, fill in the rectangles to show all of the work required for you to accomplish your Senior Project. Later, you may open the PowerPoint program and create your WBS (see Page two).

You may, of course, require more or fewer rectangles than offered here.
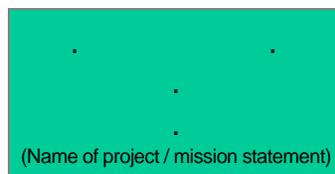
Under each rectangle, list the work required to accomplish the task shown in the rectangle.

```
                        .          .
                             .
                             .
                   (Name of project / mission statement)
   ┌──────────┬──────────┬──────────┬──────────┬──────────┐
  .        .  .        .  .        .  .        .  .        .
     .           .           .           .           .
     .           .           .           .           .
  (task)      (task)      (task)      (task)      (task)
```

Creating A Work Breakdown Structure
for Your Senior Plan

Instructions:

1. Open up PowerPoint.

2. From opening menu, *select* **BLANK PRESENTATION***. Click on OK*.

3. From *Choose an AutoLayout,* Select *Organization Chart* (in middle row third from the left) *click on OK*.

4. **Click on** *Click to Add Title***.** Enter the name of your Plan ("Joe Student's Plan", or "Plan to Open Up Restaurant").

5. *Double Click* below to add organization chart.

6. In high-lighted area *enter the name* (mission statement) of your project (Opening up Used Necktie Store). This is the main task*.* Hit *Enter*, and you get to the second line. Add more or hit delete. *Click* on white area to see results.

7. In the next level down there are three rectangles. *Click on the rectangle* on the left side. *Enter name one of your subtasks* (from your work sheet) required to accomplish your mission. *Enter subtasks* in remaining two rectangles.

8. You now need to add another rectangle. *Click on* the icon that shows *subordinate*. The cursor now has a rectangle shape with a small needle pointing up. Select the title rectangle at the top with the cursor. A new rectangle appears on the right of the others. *Enter name* of subtask. If you make mistakes, go to **EDIT**, then **UNDO INSERT**.

9. Continue to add subtasks until you have no subtasks more to add.

10. You now have the beginning of a *WORK BREAKDOWN STRUCTURE.* Each of your subtasks has even smaller tasks that need to be completed in order to accomplish the subtask. To add a list of these smaller subtasks, **click on STYLES** on the menu bar at the top of the screen.

11. *Select* the middle style in the second row (the one without rectangles). Once again, *click on subordinate*. With your cursor, *select* the rectangle to which you want to add. A line without a rectangle appears. Enter the smaller subtasks that must be accomplished. *Select* the rectangle again for additional subtasks.

12. Continue until your *WORK BREAKDOWN STRUCTURE* is complete.